



## GRADUATE RECRUIT PROGRAM

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**Job Title: Financial Management Specialist**

**Office: Finance and Administration**

**Vacancy Announcement Number: FIN-11-01**

<b>SALARY RANGE:</b>	\$1,986—\$2,403 biweekly
<b>APPLICATION PERIOD:</b>	April 1, 2011—April 29, 2011
<b>DUTY LOCATIONS:</b>	1 vacancy—Washington, DC
<b>SERIES:</b>	501 (Financial Administration and Program Series)
<b>GRADE:</b>	Position will be filled at the GS-09 or GS-11 level (see Basic Eligibility Requirements)
<b>APPOINTMENT TENURE:</b>	Full-time temporary with possibility of subsequent conversion to full-time permanent
<b>WHO MAY BE CONSIDERED:</b>	U.S. citizens

The Congressional Research Service (CRS) is accepting applications for its 2011 Graduate Recruit Program. The program seeks students and Library and CRS staff enrolled in or graduating from an advanced degree program at an accredited graduate institution during the 2010–2011 academic year who have the desire to assist Congress with its deliberations and legislative decisions. CRS and Library staff who already possess a graduate degree may also apply.

Initial appointments are for a period up to 120 days beginning in the summer of 2011. Program participants who perform successfully in their initial appointment and have fulfilled the requirements of a master's or doctorate degree will be considered for placement in a permanent position at the end of the summer appointment. Those students who return to school to complete their advanced degree program may be eligible for a permanent position once they obtain their degree.

### **ABOUT CRS:**

CRS works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As shared staff to congressional committees and Members of Congress CRS experts assist at every stage of the legislative process—from the early considerations that precede bill drafting, through committee hearings and floor debate, to the oversight of enacted laws and various agency activities.

A legislative branch agency within the Library of Congress, CRS has been a valued and respected resource on Capitol Hill for nearly a century. Its highest priority is to ensure that Congress has immediate access to the nation's best thinking on public policy issues of interest to its Members and Committees.

### **JOB SUMMARY:**

The Congressional Research Service, Office of Finance and Administration, which provides infrastructure support for the CRS research divisions, is seeking a Financial Management Specialist. The selectee will provide administrative program support to the Financial Management Section. The selectee will be responsible for maintenance, input and interpretation of large volumes of financial data in support of budget activities, program analysis, strategic planning and overall financial management of CRS.

Applicants should have an advanced degree in accounting or business administration.

**BASIC ELIGIBILITY REQUIREMENTS:**

1. Enrollment in or anticipated graduation from an appropriate, accredited advanced degree program during the 2010–2011 academic year. CRS and Library employees may already possess a graduate degree.
2. U.S. citizenship.
3. Education requirements at the time of appointment:

GENERAL EDUCATION REQUIREMENTS	
GS-09 Grade Level	GS-11 Grade Level
Two full years of progressively higher appropriate graduate education, OR master's or equivalent graduate degree, OR one year of specialized experience at the GS-07 grade level in the federal service or at a comparable level of difficulty outside the federal service.	Three full years of progressively higher appropriate graduate education, OR a Ph.D. or equivalent doctoral degree, OR a J.D. or equivalent law degree, OR one year of specialized experience at the GS-09 grade level in the federal service or at a comparable level of difficulty outside the federal service.

**KNOWLEDGE, SKILL, AND ABILITY REQUIREMENTS:**

The critical knowledge, skills and abilities (KSAs), gained through education, experience and/or training, needed to successfully perform the duties of the position:

GS-09	GS-11
<b>Ability to perform financial activities:</b> To perform financial activities for a federal agency in accordance with established financial management procedures and relevant laws, regulations, and policies.	<b>Ability to perform financial activities:</b> To perform complex financial activities for a federal agency in accordance with established financial management procedures and relevant laws, regulations, and policies.
<b>Ability to utilize computer technology:</b> To manage, compile, evaluate, and interpret data relevant to financial activities, responsibilities, and problem identification and resolution; and to apply new and emerging technologies to improve work efficiencies, productivity, and customer service.	<b>Ability to utilize computer technology:</b> To manage, compile, evaluate, and interpret data relevant to financial activities, responsibilities, and problem identification and resolution; and to apply new and emerging technologies to improve work efficiencies, productivity, and customer service.
<b>Ability to analyze problems and make recommendations:</b> To gather, examine and interpret information to generate effective solutions for problems. This includes the ability to logically analyze and synthesize information from different sources, generate and evaluate reasonable alternative solutions and their implications, and make sound recommendations for actions.	<b>Ability to analyze problems and make recommendations:</b> To gather, examine and interpret information to generate effective solutions for complex problems. This includes the ability to logically analyze and synthesize information from different sources, generate and evaluate reasonable alternative solutions and their implications, and make sound recommendations for actions.

**HOW TO APPLY:**

A complete application package consists of the documents listed below. You must e-mail your application package to [CRSGraduateRecruit@crs.loc.gov](mailto:CRSGraduateRecruit@crs.loc.gov) or fax it to (202) 252-2726. Mailed or hand-delivered documents **WILL NOT BE ACCEPTED**. All application packages must be submitted by 11:59 p.m. Eastern Daylight Time (EDT) on the closing date of the announcement.

### APPLICATION PACKAGE:

1. Resume that includes the following information:
  - Vacancy announcement number
  - Work experience, paid and unpaid, including start and end dates and hours per week
  - Education
  - Country of Citizenship
2. Written Candidate Statement of Interest, not to exceed 1000 words. Target your statement specifically to the position to which you are applying, by addressing the following points:
  - Your program of study, recent research and/or publications and how they align with the position.
  - A narrative that shows how your education, experience and/or training equip you with the critical knowledge, skills and abilities (KSAs) to perform the duties of the position. Address each of the critical KSAs as thoroughly as possible.
  - Your interest in CRS as it relates to your overall career goals.
3. The names and full contact information of two faculty members with knowledge of your qualifications. Library and CRS employees who already possess a graduate degree may provide two supervisory references.
4. A transcript (official or unofficial) of all completed undergraduate and graduate courses or a self-prepared course list showing grades and the number of credits received.
5. Background Survey Questionnaire [OPM Form SF181](#). This form is optional; however, it will help us to monitor the effectiveness of our recruitment efforts. We appreciate your cooperation by voluntarily completing the information requested. The form will be used for statistical monitoring purposes only and will not be shared with interview panels.

### HOW YOU WILL BE EVALUATED:

Completed application packages will be forwarded to a panel of CRS staff that will first assess applicants against the three basic eligibility requirements of the position. An evaluation panel will then assess the degree to which candidates meet the critical knowledge, skills and abilities (KSAs) required to perform the duties of the position and offer the better qualified candidates an opportunity for an interview in person, by telephone or by other telecommunications means. In addition to the critical KSAs listed above, the following competencies will also be addressed during the interview:

- Ability to apply financial management processes and techniques (GS-09 and GS-11)
- Ability to attend to details (GS-09 and GS-11)
- Ability to focus on the customer (GS-09 and GS-11)
- Ability to communicate orally (GS-09 and GS-11)
- Ability to interact collaboratively with others (GS-11)

Finalists may be required to submit a writing sample on a subject in their area of interest.

### OTHER INFORMATION:

The Congressional Research Service, within the Library of Congress, is part of the Legislative Branch of the federal government. As such, all positions are in the excepted service.

The salary range indicated reflects the locality pay adjustment for the Washington, D.C. metropolitan area.

This is a non-supervisory, bargaining unit position.

The appointment tenure for this position is full-time temporary; flexible work schedules may be available.

Relocation expenses are not authorized for the person(s) selected under this vacancy announcement.

The Library reserves the right to fill a lesser or greater number of vacancies indicated during the life of this vacancy announcement.

Appointment/retention is subject to a favorable evaluation of an appropriate personnel security/suitability investigation.

Applicants who are referred for an interview will be required to submit a completed OF-306, Declaration for Federal Employment.

Those Graduate Recruit Program participants who are converted from a temporary appointment to a permanent position, and who have not yet completed the one-year probationary period required of all new Library employees, will be required to do so. Time served in the temporary appointment will not count toward completion of this one-year probationary period requirement.

CRS staff not placed in a permanent position under the Graduate Recruit Program will return to the position occupied before entering the program or a position of similar grade and duties without loss of federal service tenure or seniority. Before applying, other Library employees should consult their supervisor or service unit management regarding the status of their position should they be selected for the program but not placed in a permanent position.

The Library of Congress is an equal opportunity employer. Women, minorities, and persons with disabilities who meet eligibility requirements are strongly encouraged to apply.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Nancy Warrick at [CRSGraduateRecruit@crs.loc.gov](mailto:CRSGraduateRecruit@crs.loc.gov) or (202) 707-6960. The decision on granting reasonable accommodations will be made on a case-by-case basis.

**AGENCY CONTACT INFORMATION:**

If you have a questions or are experiencing technical difficulty you **MUST CONTACT** Nancy Warrick at [CRSGraduateRecruit@crs.loc.gov](mailto:CRSGraduateRecruit@crs.loc.gov) or (202) 707-6960 no later than 4:30 p.m. EDT of the closing date.